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# Massachusetts Teacher Tests™

## 1998-1999 REGISTRATION BULLETIN

### 1998-1999 SCHEDULE

#### Test Dates

April 4, 1998

July 11, 1998

October 3, 1998

January 9, 1999

#### Registration Dates

March 13, 1998

May 29, 1998

August 21, 1998

November 27, 1998

GOVERNMENT DOCUMENTS  
COLLECTION

JAN 11 1999

University of Massachusetts  
Depository Copy

*Testing  
Requirements*

*How to  
Register*

*About the Day  
of the Test*

*Test Results and  
Score Reports*

*Rules of Test  
Participation*

*Test Session  
Forms*



# *The Commonwealth of Massachusetts*

## *Department of Education*

Robert V. Antonucci  
Commissioner

Dear Candidate:

Congratulations on your decision to become a teacher. The purpose of this bulletin is to assist you to become certified in Massachusetts.

These Massachusetts Teacher Tests have been initiated by the Department of Education as part of our statewide education reform initiative. The law requires candidates for initial teacher certification in Massachusetts to meet several requirements, including passing two tests: a test of communication and literacy skills and a test of the subject matter knowledge for the certificate area chosen by the candidate. The Massachusetts Teacher Tests have been designed both to comply with the law and to ensure that future teachers are prepared to teach our PreK-12 students to meet the challenging new learning standards that have been established.

The testing requirement will affect all candidates who file applications for their first teaching certificate on or after February 21, 1998. This registration bulletin has information about the purpose and nature of the tests, the procedures for registering, and the schedule of test administration for the coming year. I urge you to read this document carefully so that you will understand your rights and responsibilities with respect to this important program.

The Massachusetts Teacher Tests are challenging and rigorous and are designed to meet the need for capable and knowledgeable teachers for our public schools. The tests have been developed to ensure that they test knowledge and skills that are important for teachers in Massachusetts classrooms.

In this bulletin you will find the information you need to prepare yourself for the test and procedures for registration. If you need further information or assistance, please write or call using the Massachusetts Teacher Tests mailing address or telephone numbers listed in this bulletin.

I wish you the best for successful completion of the tests and for a rewarding and challenging teaching career.

Sincerely,

A handwritten signature in dark ink, reading "Robert V. Antonucci".

Robert V. Antonucci  
Commissioner of Education

# Registration Checklist

The registration form is found in the envelope in the center of this bulletin.

- |   |   |
|---|---|
| <p>_____ 1. Complete each section of the registration form accurately and completely. <b>Use a No. 2 pencil only. Do not use ink.</b></p> <p>_____ 2. Carefully read the Rules of Test Participation and sign your registration form. Your signature must appear on your registration form in order for it to be processed.</p> <p>_____ 3. Enclose a check or money order for the total testing fee made payable to the <b>Massachusetts Teacher Tests. Do not send cash.</b> All payments must be made in U.S. dollars.</p> <p>_____ 4. If you are requesting alternative testing arrangements, remember to include the Alternative Testing Arrangements Request Form, together with documentation if required.</p> | <p>_____ 5. Enclose your registration form, payment, and all necessary documentation and letters in the preaddressed envelope found in the center of this bulletin. All <b>registration materials</b> should be sent to the Massachusetts Teacher Tests.</p> <p>_____ 6. Attach correct postage to the envelope.</p> <p>_____ 7. Ensure that your envelope is <b>postmarked</b> on or before the regular registration deadline for the administration you would like to attend (see the schedule on the back cover of this bulletin).</p> <p>Deadlines are strictly enforced. If you miss the regular registration deadline, you must enclose an additional \$30, and your materials must be <b>received</b> by the late registration deadline (see the schedule on the back cover of this bulletin). <b>Late registration for the April 4, 1998, test date is by telephone only.</b></p> <p>Materials received after the late registration deadline will be returned, regardless of postmark date or method of delivery.</p> |
|---|---|

## For Further Information

If you have questions after reading this registration bulletin, you may call the offices listed below.

If you have questions regarding **WHICH TEST(S)** you must take, contact the teacher certification contact person at your college or:

**MASSACHUSETTS DEPARTMENT OF  
EDUCATION  
350 MAIN STREET  
MALDEN, MA 02148-5023**

**TELEPHONE: (781) 388-3300 x665**

**TTY—NET RELAY: (800) 439-2370**

**8:45 A.M.—5:00 P.M. eastern time**

If you have questions regarding **TEST REGISTRATION, ADMINISTRATION PROCEDURES, ADMISSION TICKETS, or SCORE REPORTS**, contact:

**MASSACHUSETTS TEACHER TESTS  
P.O. BOX 343  
HADLEY, MA 01035-0343  
TELEPHONE: (413) 256-2892  
FAX: (413) 253-6493**

For operator assistance, call 9:00 A.M.—5:00 P.M. eastern time.

**Automated Information System available  
24 hours daily**

**Telecommunications Device for the Deaf (TDD):  
(413) 256-8032**





# TABLE OF CONTENTS

<b>TESTING REQUIREMENTS</b>	<b>1</b>	<b>How to Change Your Registration</b>	<b>15</b>
Note to the Reader	1	Changing Test Date, Test Site, or Tests	15
General Information	1	Adding a Test After Registration	15
About the Testing Program	1	Partial Refunds	15
Certification Testing Requirements	1		
Special Note About the First Two Administrations	2		
About the Tests	2	<b>ABOUT THE DAY OF THE TEST</b>	<b>16</b>
Test Development	2	Admission to the Test Site	16
Description of the Tests	3	Test Site Rules	16
Study Guide	3	Food	16
		Visitors	16
		Late Arrivals	16
Test Registration	3	Test Sessions	16
Regular Registration	3	Completing the Test Session	17
Late Registration	4	Cancellation of a Test Administration	17
Emergency Registration	4	Test Administration Comments	17
Telephone Reregistration Service	5	Test Quality	17
Testing Fees	5		
Payment Policies	5	<b>TEST RESULTS AND SCORE     REPORTS</b>	<b>18</b>
<b>HOW TO REGISTER</b>	<b>6</b>	Examinee Score Report	18
Compliance with Rules	6	Reporting of Your Test Scores	18
Registration Form	6	Additional Score Reports	18
Register Carefully	6	Canceling of Scores by Examinee	18
General Directions	6	Voiding of Scores by the Massachu- setts Teacher Tests Program	19
Instructions for Completing the Registration Form	7	Rescoring of a Test	19
Side 1	7	Retaking a Test	19
Side 2	8		
Mailing Procedures	12	<b>RULES OF TEST PARTICIPATION</b>	<b>20</b>
Registering for Alternative Testing Arrangements	12	<b>TEST SESSION FORMS</b>	
Requests for Additional Time	13	Alternative Testing Arrangements Request Form	25
Registering for an Alternative Test Date for Religious Reasons	13	Change of Registration Request Form	27
Registering for Alternative Testing Arrangements Because of a Disability	13	Test-Add Form	29
Acknowledgment of Registration	15	Refund Request Form	31
Notification of Registration	15	Additional Score Report Request Form	32
Notification of Error in Registration	15	Massachusetts Teacher Tests 1998–1999 Registration Schedule	back cover

**KEEP THIS BULLETIN FOR FUTURE REFERENCE**





# TESTING REQUIREMENTS

## Note to the Reader

The purpose of this bulletin is to provide general information concerning the Massachusetts Teacher Tests™ and to provide instructions for registering to take the tests.

Please read the entire bulletin carefully before you begin completing the registration form. It is important that you complete the registration form accurately.

**Please keep this bulletin after you have registered.** It contains important information and forms that you may need later.

The registration form is found in the envelope in the center of this bulletin. Please read the instructions on pages 7–12 for filling out the registration form. Before completing the form, carefully remove it and the envelope from the center of the bulletin.

## General Information

### About the Testing Program

The Massachusetts Education Reform Act mandated a two-part testing program as part of the state's teacher certification requirements. The purpose of the tests is to ensure that each certified teacher has the

necessary knowledge and skills to teach in Massachusetts public schools. The program will test candidates seeking provisional certificates and provisional certificates with advanced standing. The program includes a test of communication and literacy skills and 41 subject matter knowledge tests. To become certified, a candidate must take and pass both the Communication and Literacy Skills Test and the appropriate subject test for each certificate sought.

### Certification Testing Requirements

The certification testing requirements take effect on February 21, 1998. Candidates applying for their FIRST teaching certificate(s) on or after February 21, 1998, must register for and take the certification tests. Such candidates must hold a bachelor's degree in arts or sciences prior to February 21, 1998, or be expected to receive their bachelor's degree by August 31, 1998, to be eligible to take the tests in April or July 1998.

Candidates holding a provisional certificate or provisional certificate with advanced standing who apply for certification in one or more new fields on or after

February 21, 1998, must take both the Communication and Literacy Skills Test one time only and the subject test for each certificate in a new field.

Candidates who submit an application to the Department of Education prior to February 21, 1998, will not have to take the tests providing they hold a bachelor's degree in arts or sciences by that date. The Department will not accept applications of candidates who have not completed their bachelor's degrees.

A candidate holding a provisional certificate or provisional certificate with advanced standing prior to February 21, 1998, does not have to take any tests for the standard certificate in that field. A candidate with a standard certificate as a classroom teacher does not have to take any tests to add a new field.

Candidates who have earned qualifying scores on comparable tests of communication and literacy skills and of subject matter knowledge in another state will be deemed to have met the Massachusetts testing requirement. Candidates for a standard certificate who have not met this requirement in another state must earn qualifying scores on all applicable Massachusetts



tests unless they have taught for at least five years under a valid certificate in the same field in another state. Candidates for a provisional certificate with advanced standing who have not met this requirement in another state must earn qualifying scores on all applicable Massachusetts tests regardless of the number of years they have taught.

### Special Note About the First Two Administrations

No qualifying score will be established until after the first two administrations of the tests on April 4 and July 11, 1998. Candidates who must take the tests and are eligible to participate in those first two administrations will satisfy the testing requirement by completing the tests.

A qualifying score for each test will be determined by fall 1998 and used beginning with the October 3, 1998, administration. From then on, candidates for provisional or provisional with advanced standing teacher certification who must take the tests will have to achieve a qualifying score to meet the certification requirement.

Special, extended registration deadlines will be in effect for the April 4, 1998, test date as follows:

- The regular registration deadline is March 13, 1998, three weeks before the test date. Your registration form must be postmarked by the deadline for you to be registered without paying additional fees.

- The late registration period is March 18–27, 1998.
  - **Late registration for the April 4, 1998, test date will be by telephone only [(413) 256-2892] from 9:00 A.M. to 5:00 P.M. eastern time.**
  - You will be charged a late registration fee of \$30 for this service in addition to the standard registration and test fees.
  - All late registration fees are payable by credit card (VISA or MasterCard only), check, or money order.
  - You will be required to submit a completed registration form by the test date.
  - See pages 4–5 for information about emergency registration and how to register by telephone.

## About the Tests

### Test Development

The Massachusetts Teacher Tests are criterion referenced and objective based. A criterion-referenced test is designed to measure a candidate's knowledge and skills in relation to an established standard rather than in relation to the performance of other candidates. The explicit purpose of these tests is to help identify candidates for certification who have demonstrated the level of knowledge and skills that are important for performing the job of a teacher in Massachusetts public schools.

Each test is designed to measure areas of knowledge called subareas. Within each subarea, statements of important knowledge and skills, called objectives, define the content of the test.

The test objectives were validated for the Massachusetts Teacher Tests by Massachusetts educators and were aligned with Massachusetts certification regulations and student curriculum standards. A content validation survey, involving Massachusetts teachers and college and university faculty members, was conducted for each test. Each survey participant reviewed the objectives for his or her field to ensure that the objectives for each test are important to the job of a Massachusetts teacher and are relevant to Massachusetts schools.

Test questions were also aligned with both the objectives and the educational materials relevant to Massachusetts, such as textbooks, Massachusetts student curriculum standards, teacher education curricula, and certification regulations. The questions were reviewed by panels of Massachusetts teachers and college and university faculty, and other content and assessment specialists.

An examinee's performance on a test is evaluated against an established standard. The qualifying score for each test is established by the Massachusetts Commissioner of Education based, in part, on the professional judgments and recommendations of Massachusetts educators. Examinees who



do not achieve the qualifying score on a test may retake it at any of the subsequent regularly scheduled test administrations.

## Description of the Tests

The following is a description of the tests that make up the Massachusetts Teacher Tests.

**Communication and Literacy Skills Test.** The Communication and Literacy Skills Test consists of two subtests: reading and writing. The reading and writing subtests include multiple-choice questions. The writing subtest also includes several open-ended writing assignments. Candidates taking the test are asked to demonstrate that they have the communication and literacy skills necessary for effective instruction and improved communication between school and parents. Areas tested include the comprehension and analysis of readings; development of ideas in essay format on specific focused topics; outlining and summarizing; interpretation of tables and graphs; and mastery of vocabulary, grammar, and mechanics.

To meet the qualifying score on the Communication and Literacy Skills Test, you must meet the qualifying score on each of the subtests. You may take one or both subtests at a given test administration. **Once you meet the qualifying score on a subtest, you do not have to take that subtest again.** If you do not pass one or both of the subtests, you may register again and take only the subtest(s) that you have not already passed. You may retake the subtests at any of the scheduled test

administrations. You are required to register and pay the full fee for the entire test regardless of the number of subtests you intend to take. **You will receive a \$10 refund if you previously passed the writing subtest and you do not retake it. Refunds will be processed following the score report mailing date.**

**Subject Tests.** The subject tests consist of multiple-choice questions and open-ended assignments. The subject tests assess proficiency and depth of understanding of the subject at a level required by a teacher in Massachusetts schools, including wide-ranging knowledge and insights, conceptual understanding, and methodology of the discipline.

## Study Guide

A study guide has been prepared for the Massachusetts Teacher Tests program and is available from education departments at Massachusetts colleges and universities or by calling the Massachusetts Teacher Tests program at (413) 256-2892. This study guide, which has been designed to help you prepare for the tests, includes general information about the testing program, sample test questions, and test preparation strategies.

## Test Registration

There are four administrations of the Massachusetts Teacher Tests during the 1998–1999 program year. A schedule of the administrations and the associated deadlines for registering for the tests appears on the back cover of this bulletin. You may register for the tests by com-

pleting and mailing the registration form in the center of this bulletin. Detailed instructions for filling out your registration form are provided on pages 7–12.

## Regular Registration

Your registration form must be postmarked by the regular registration deadline for the test date for which you are registering unless a late fee is included.

The regular registration deadline applies to the mailing of registration materials, including the initial registration form and test fee, the Refund Request Form, and the Alternative Testing Arrangements Request Form. It is very important that these forms be **postmarked** by the regular registration deadline if you wish to avoid paying a \$30 late fee. In the case of multiple postmarks, the most recent postmark date will be honored. Late registrations must be received by the late registration deadline. Refer to the schedule on the back cover for registration deadlines.

**The registration deadlines will be strictly enforced; no exceptions will be made.**

If you registered during the regular registration period and have not received confirmation of your registration by one week before the late registration deadline, call the Massachusetts Teacher Tests™ at (413) 256-2892 to verify the status of your registration. If your registration form has not been received, you may still be able to register through the late registration process, provided that your registration form, proper test fees, and the \$30 late fee are



received by the late registration deadline (see the schedule on the back cover).

**NOTE:** Requests to withdraw from one or all tests and to receive a refund must be post-marked by the regular registration deadline.

## Late Registration

If you are registering for a test and you miss the regular registration deadline (see the schedule on the back cover), you may register during the late registration period.

**For the April 4, 1998, test date, the late registration period will be by telephone registration only [(413) 256-2892] from 9:00 A.M. to 5:00 P.M. eastern time. Follow the procedures described in the next section (Emergency Registration).**

Except for the April 4, 1998, test date (see above), to register during the late registration period, you must mail your registration form along with the standard test fees plus the \$30 late fee so that they are **received** at the Massachusetts Teacher Tests **no later than the late registration deadline**. Therefore, if you mail your registration materials near the late registration deadline, you may need to use one of the United States Postal Service expedited delivery services to ensure that they arrive on time. Contact your post office for information about the best method for mailing your materials to ensure on-time delivery to the Massachusetts Teacher Tests.

**Forms received after the late registration deadline will be returned, regardless of post-mark date or method of delivery.**

If you need to add a test or change your registration during the late registration period, you may submit the appropriate form contained in this registration bulletin with the standard payments for the services being requested. You do not need to submit an additional late fee.

**NOTE:** Requests to withdraw from one or all tests and to receive a refund must be post-marked by the regular registration deadline.

## Emergency Registration

If you missed both the regular and the late registration deadlines, you may register during the emergency registration period. Dates for the emergency registration period are listed on the back cover. The fee for this service is \$50 in addition to the fees for the tests you select.

**For the April 4, 1998, test date, the regular and late registration periods have been extended so that emergency registration does not apply.**

To register, call the emergency registration telephone number at **(413) 256-2892**. You must make the call yourself; no one else may register for you.

- Have a pen or pencil available when you call.
- If you will be paying by credit card, have your credit card available.

You will be given details about your responsibilities and specific information such as your identification number, your reporting time, your seat number, the test site address, and directions to the test site, should you need them. The emergency registration telephone line will be available during the emergency registration period from 9:00 A.M. to 5:00 P.M. eastern time, Monday–Friday, excluding holidays.

Once you are given an identification number, you are officially registered. The fees are not refundable or transferable and must be paid whether or not you attend the administration. If there are problems with your payment, your score report may not be produced and you may not be able to register for future administration dates. Emergency registration is payable by credit card (VISA or MasterCard only), check, or money order.

If you pay by credit card and later revoke authorization for payment, you will not be allowed to register for future tests until your account is paid in full. You will be charged an additional \$20 fee to cover the processing necessary to clear your account. Payment to clear your account and/or to register for subsequent tests must be made by cashier's check, bank check, or money order only.



**IMPORTANT:** *When you register for the Massachusetts Teacher Tests using the emergency registration or telephone reregistration service, you will be asked to agree to the Rules of Test Participation, listed on pages 20–23, and all other procedures and policies described in this bulletin and to be bound by these terms and conditions and/or any other procedures communicated at the administration. You will also be asked to sign your agreement to the Rules of Test Participation at the site on the day of the administration, before beginning the test. Failure to sign the answer document on the day of the administration may result in the voiding of your test results. Please carefully review this bulletin and the Rules of Test Participation before calling to register.*

**After you have registered by phone, you must still fill out and sign the registration form included in this bulletin and send it and any payment due in the preaddressed envelope.**

## Telephone Reregistration Service

If you have taken any of the Massachusetts Teacher Tests at a previous test administration, you may register for the same or any new test(s) at any subsequent test administration by calling (413) 256-2892 during the reregistration periods listed in the table on this page. Reregistration phone calls must be made by the individual who is registering for the Massachusetts Teacher Tests.

If you register by telephone, you will be asked to provide test registration information such as your social security number, the test(s) you are registering for, your test site preference, and score reporting information.

If you use the reregistration service after the regular registration deadline, the late registration fees will apply. Please note that any changes to your initial phone registration must be submitted on the Change of Registration Request Form (see page 27). The telephone reregistration service is available from 9:00 A.M. to 5:00 P.M. eastern time, Monday through Friday, excluding holidays.

Payment may be made **only** by credit card (VISA or MasterCard) if you reregister by phone.

The telephone reregistration service is available only for individuals who have taken the Massachusetts Teacher Tests at a previous administration.

### 1998–1999

#### REREGISTRATION SCHEDULE

Test Date	Reregistration Period
July 11, 1998	May 18–June 19, 1998
Oct. 3, 1998	Aug. 10–Sept. 11, 1998
Jan. 9, 1999	Nov. 16–Dec. 18, 1998

## Testing Fees

The test fee for the Communication and Literacy Skills Test is \$50. The test fee for each subject test is \$80.

For each day of testing, you will pay a registration processing fee of \$20.

You must enclose with your registration form a check or money order for the appropriate amount payable to the Massachusetts Teacher Tests. Payment must be made in U.S. dollars. **Do not send cash.**

If you are registering during either the late or the emergency registration period, be sure to include the appropriate late fee.

## Payment Policies

If, *for any reason*, your payment for a test date does not clear:

- you will be charged an additional \$20 fee to cover the processing necessary to clear your account;
- you must pay your account in full, including the additional \$20 fee, before you will be allowed to register for future test dates; and
- payment to clear your account and/or to register for subsequent test dates must be made by cashier's check, bank check, or money order only.

If your account is not paid in full and cleared by 20 calendar days after the test date, ***all of your results for that test date will be permanently canceled*** and will not be reported to you or to the Massachusetts Department of Education. Any payment received later than 20 calendar days after the test date will be used to clear your account, but it will not alter the permanent cancellation of your results.





## HOW TO REGISTER

Because of laws protecting confidentiality and privacy, *only you* can register yourself for a test or make inquiries regarding your registration status.

### Compliance with Rules

By submitting a registration form for the Massachusetts Teacher Tests, you are agreeing to abide by the Rules of Test Participation listed on pages 20–23 and all procedures and policies contained in this bulletin and/or communicated at the test administration. You will also be asked to sign your agreement to the Rules of Test Participation at the site on the day of the test, before testing.

### Registration Form

The machine-scannable registration form is in the envelope stapled to the center of this registration bulletin. Carefully remove the envelope and then the form.

Detailed instructions for completing the form appear on pages 7–12. To register, fill out the form, carefully following the instructions, and mail it with your payment in the enclosed envelope.

### Register Carefully

Read all the instructions before completing the registration form and recheck the information on your form before you mail it. If your registration form is incomplete or illegible, or if correct payment is not enclosed (check or money order for the correct amount), your registration form and payment will be returned with a letter advising you of the error in your registration. This may delay your test date since **you will not be granted a correction extension beyond the late registration deadline.** For this reason, it is important that you fill out the form completely and accurately.

### General Directions

Refer to the numbered instructions on pages 7–12 as you fill out the registration form. **The**

**registration form is processed by computer. Be sure to do the following:**

- Use only a No. 2 pencil. Do NOT use ink.
- Enter only one letter or number per box, where applicable. Fill in all the appropriate boxes **before** filling in the matching ovals.
- Fill in the matching oval under each letter or number you enter, where applicable. Fill in the ovals completely.
- Fill in only one oval in each column.
- Check the accuracy of all the ovals you have filled in and correct any errors.
- Completely erase all errors and stray marks.
- Leave blank spaces where they are needed (e.g., between street number and street name).
- Do not skip shaded columns unless you intend to leave a blank space.

See the examples below of a properly and an improperly completed section of the registration form.

### RIGHT

### WRONG

## Instructions for Completing the Registration Form

### Side 1

#### 1. Name

Enter your last name, first name, and middle initial, in that order, in the boxes provided. Enter your complete name, or as many letters as will fit, one letter per box. After filling in the boxes, fill in the matching oval under each box. (On your score report, your name will appear exactly as you enter it in section 1.

Please be sure it is entered correctly.)

#### 2. Mailing Address

Enter the complete mailing address where you wish to receive your admission ticket and score report. Leave a space between your street number and street name.

**NOTE:** The street address columns on the registration form contain the numbers 0–9 followed by the letters A–Z. The slash (/), hyphen (-), and number sign (#) are provided at the bottom of each column.

Use the two-letter postal code abbreviations, found in Table 1 on page 8, for your state (e.g., MA for Massachusetts). If your abbreviation is **not** listed in the table, enter the code "OC" (Other Country) in the space for the state code and enclose a note with your full address. After filling in the boxes, fill in the matching oval under each box.

Your admission ticket and score report will be mailed to the address you enter here. If you wish to have your score report sent to a different address, you may request a form on the day of the test to change your address.

#### 3. Ethnicity (optional)

Fill in the oval that best describes your ethnic background. This information will be reported as group data only and will be kept confidential. You are not required to supply this information to register for the tests.

#### 4. Telephone Numbers (optional)

Enter your area code and daytime and evening telephone numbers in the boxes provided. You are not required to supply this information to register for the tests. However, you are encouraged to supply this information so that we may contact you regarding any questions about your registration form.

#### 5. Gender (optional)

Fill in the appropriate oval to indicate your gender. This information will be reported as group data only and will be kept confidential. You are not required to supply this information to register for the tests.

#### 6. Social Security Number

Enter your U.S. social security number. After filling in the boxes, fill in the matching oval under each box. If you do not have a social security number, leave this section blank. If you live in Canada and have a social insurance number but not a U.S. social security number, do NOT fill in your social insurance number.

Since your test results will be transmitted directly to the Massachusetts Department of Education according to your social security number, failure to record this number correctly may delay or jeopardize the issuance of a certificate to you. You may want to apply for a social security number if you do not have one.



**TABLE 1**  
**Two-Letter Postal Code Abbreviations**

Alabama	AL	Idaho	ID	Nebraska	NE	South Carolina	SC
Alaska	AK	Illinois	IL	Nevada	NV	South Dakota	SD
American Samoa	AS	Indiana	IN	New Hampshire	NH	Tennessee	TN
Arizona	AZ	Iowa	IA	New Jersey	NJ	Texas	TX
Arkansas	AR	Kansas	KS	New Mexico	NM	Trust Territory	TT
California	CA	Kentucky	KY	New York	NY	Utah	UT
Canal Zone	CZ	Louisiana	LA	North Carolina	NC	Vermont	VT
Colorado	CO	Maine	ME	North Dakota	ND	Virginia	VA
Connecticut	CT	Maryland	MD	Ohio	OH	Virgin Islands	VI
Delaware	DE	Massachusetts	MA	Oklahoma	OK	Washington	WA
District of Columbia	DC	Michigan	MI	Oregon	OR	West Virginia	WV
Florida	FL	Minnesota	MN	Pennsylvania	PA	Wisconsin	WI
Georgia	GA	Mississippi	MS	Puerto Rico	PR	Wyoming	WY
Guam	GU	Missouri	MO	Rhode Island	RI	Other Country	OC
Hawaii	HI	Montana	MT				

## 7. Date of Birth

Indicate the month, day (two digits), and year (two digits) of your birth.

EXAMPLE: If you were born on September 5, 1975, enter:

7 DATE OF BIRTH			
Month	Day	Year	
<input type="radio"/> Jan.	0	5	7
<input type="radio"/> Feb.			
<input type="radio"/> March	0	0	0
<input type="radio"/> April	1	1	1
<input type="radio"/> May	2	2	2
<input type="radio"/> June	3	3	3
<input type="radio"/> July	4	4	4
<input type="radio"/> Aug.	5	5	5
<input checked="" type="radio"/> Sept.	6	6	6
<input type="radio"/> Oct.	7	7	7
<input type="radio"/> Nov.	8	8	8
<input type="radio"/> Dec.	9	9	9

from Table 2 (page 11), and fill in the matching oval under each box.

If you attended more than one institution on the list, please select the code for the one that granted or will grant the more advanced degree. Your test scores will automatically be sent to the Massachusetts institution you have indicated here.

## 9. Colleges or Universities to Receive Scores

You may identify up to three Massachusetts colleges or universities to receive your scores. Enter each institution only once, using the institution codes from Table 2 (page 11). All of your scores will be reported to each institution indicated.

**NOTE:** If you need a copy of your score report sent to your out-of-state teacher preparation program institution, submit a letter stating your request with your registration form. Be sure to include the name, title, and institution address of the individual to whom the report must be sent.

## 10. Out-of-State Code

Complete this section *only* if your teacher preparation took place outside the state of Massachusetts.

Fill in the oval for the two-letter state abbreviation from Table 1 above to identify the state in which you completed teacher preparation requirements for the certification you are seeking.

## 11. Test Selection

Use this section to identify the specific test or tests you wish to take. **If you are not sure which tests you are required to take, consult your advisor or the certification officer at your institution.**

You may register for no more than two tests at an administration. The Communication and Literacy Skills Test will be scheduled only during the morning test session. Subject tests are scheduled primarily during the afternoon session.

## Side 2

### 8. Massachusetts Teacher Preparation Program Information

Identify the Massachusetts college or university that granted or will grant the degree qualifying you to apply for certification. In most cases, this will be your most recent or advanced degree. Enter the institution code



Information about the test sessions to which you have been assigned and the test you have been scheduled to take at each session will be included on your admission ticket(s).

A. **Communication and Literacy Skills Test.** If you wish to take the Communication and Literacy Skills Test (test code 01), fill in the oval for **YES**. The fee for taking the Communication and Literacy Skills Test is \$50, which must be included in addition to the fee for any subject test you select.

**If you do not wish to take the Communication and Literacy Skills Test, skip section A and proceed to section B.**

B. **Subject tests.** Table 3 (page 11) lists the subject tests.

Tests for certification in Transitional Bilingual Education will become available beginning with the July 11, 1998, test administration date.

If you are seeking certification in Transitional Bilingual Education, you will need to select the specific target language test for your area of certification. The list of target language tests available for Transitional Bilingual Education certification is located at the bottom of Table 3.

Fill in the oval on the registration form that corresponds to the subject test you wish to take on the test date for which you are registering. The fee for taking a subject test is \$80, which must be included in addition to the fee for the Communication and Literacy Skills Test, if you choose to take both tests at the same administration.

**If you do not wish to register for a subject test for the test date selected, leave section B blank.**

## 12. Test Area

Refer to Table 4 on page 12 to select your first- and second-choice test areas. Fill in the ovals next to the areas you have selected.

The general areas of the test site locations are listed; however, test sites may not be within the actual city limits.

Site locations are selected based on availability and appropriateness of facilities for the administration of tests. Register as early as possible. Every effort will be made to assign you to your first- or second-choice test area; however, this may not be possible as area assignments depend upon available space.

Please note that test sites are subject to change in the event of scheduling conflicts. If it becomes necessary to change a test site, every attempt will be made to ensure that the new site is located in the same general area as the one you originally requested.

Please note also that in the event that there is insufficient space at a test site to accommodate all examinees, it may be necessary to reschedule examinees to a different test date. In such a case, the affected examinees would be notified of the arrangement.

The name and address of your test site assignment will be listed on your admission ticket.

## 13. Test Date

Select a test date and fill in the oval next to it. **Select only one date.** There are four statewide administration dates.

If you also wish to take tests on future test dates, you must submit a registration form for each desired test date or register through the telephone reregistration system (see page 5).

This registration form may be used only for the test dates listed. New registration forms will be available for future test administrations as they are scheduled.

#### 14. Current Educational Status

What is the highest education level you have attained to date?

- A. Freshman (first year)
- B. Sophomore (second year)
- C. Junior (third year)
- D. Senior (fourth or final year)
- E. Earned bachelor's degree
- F. Earned bachelor's degree plus additional credits
- G. Earned master's degree
- H. Earned master's degree plus additional credits
- I. Earned doctoral degree

#### 15. Undergraduate Major

What is/was your undergraduate major?

- A. Indicate the two-digit code for your first major (see Table 5, page 12).
- B. Indicate the two-digit code for your second major, if applicable (see Table 5, page 12).

#### 16. Fees and Payment

To calculate your correct payment, you should do the following:

- A. Enter the dollar amount in the boxes next to each fee that applies to you.

If your registration form will be **postmarked** after the regular registration deadline for the test date you select, enter the late registration fee amount of \$30 or emergency registration fee of \$50 in the boxes provided.

- B. Add the fee(s) and enter the total amount in the boxes provided.
- C. Fill in the corresponding ovals.
- D. Enclose a check or money order for the appropriate amount payable to the Massachusetts Teacher Tests. Payment must be in U.S. dollars. **Do not send cash.**

Please write your social security number on your payment.

If your payment is made out incorrectly, is unsigned, or is not enclosed, your form will be returned.

**NOTE:** Your properly completed registration form and proper payment must be received at the Massachusetts Teacher Tests no later than the late registration deadline or you will not be registered for the test(s).

**NOTE:** See the Payment Policies section on page 5 for additional important information.

#### 17. Signature

**Part A:** After you have checked the accuracy of the information on the registration form and have carefully read this bulletin and the Rules of Test Participation, sign your name and write the date on the line provided in this part of section 17 of the form. Your signature on the registration form signifies that you understand this information and the information provided in the registration bulletin and agree to be bound by these terms. If your form is received without your signature, it may be returned to you.

**Part B:** Write (do not print) the following statement in the space provided: "I certify that I am the person whose name and signature appear on this form."

**Please check the accuracy of the information you have provided on the registration form.**



**TABLE 2**  
**Massachusetts Teacher Preparation Program Information Codes**

*(NOTE: These are NOT test areas. Refer to TABLE 4 for test areas.)*

Code	Institution	Code	Institution	Code	Institution
01	American International College	24	Framingham State College	42	Salem State College
02	Anna Maria College	25	Gordon College	43	Shady Hill School
03	Assumption College	26	Harvard Divinity School	44	Simmons College
04	Atlantic Union College	27	Harvard Graduate School of Education	45	Smith College
05	Bay Path College	28	Hellenic College	46	Springfield College
06	Becker College	29	Lasell College	47	Stonehill College
07	Berklee College of Music	30	Lesley College	48	Suffolk University
08	Boston College	31	MGH Institute of Health Professions	49	Tufts University
09	Boston Conservatory	32	Massachusetts College of Art	50	University of Massachusetts/Amherst
10	Boston University	33	Massachusetts College of Liberal Arts (formerly North Adams State College)	51	University of Massachusetts/Boston
11	Bradford College	34	Merrimack College	52	University of Massachusetts/Dartmouth
12	Brandeis University	35	Montserrat College of Art	53	University of Massachusetts/Lowell
13	Bridgewater State College	36	Mount Holyoke College	54	Wellesley College
14	Cambridge College	37	Mount Ida College	55	Western New England College
15	Clark University	38	New England Conservatory of Music	56	Westfield State College
16	College of the Holy Cross	39	Northeastern University	57	Wheaton College
17	Curry College	40	Pine Manor College	58	Wheelock College
18	Eastern Nazarene College	41	Regis College	59	Worcester State College
19	Elms College				
20	Emerson College				
21	Emmanuel College				
22	Endicott College				
23	Fitchburg State College				

**TABLE 3**  
**Test Codes**

Code	Test	Code	Test
01	Communication and Literacy Skills	17	Visual Art
02	Early Childhood	18	Communication and Performing Arts
03	Elementary	19	Business
04	Middle School	20	Home Economics
05	Social Studies	21	Health Education
06	History	22	Physical Education
07	English	24	English as a Second Language
08	Reading	25	Special Needs
09	Mathematics	26	French
10	General Science	27	German
11	Physics	28	Spanish
12	Chemistry	29	Chinese
13	Biology	30	Italian
14	Earth Science	31	Russian
15	Latin and Classical Humanities	32	Portuguese
16	Music	33	Technology Education
<b>Transitional Bilingual Education</b> <b>Target Language Tests</b> <b>(available beginning with the July 11, 1998, test date)</b>			
34	Cambodian	39	Laotian
35	Cape Verdean	40	Portuguese
36	Chinese	41	Russian
37	Haitian-Creole	42	Spanish
38	Italian	43	Vietnamese



**TABLE 4**  
**Test Areas**

Code	Site Areas
001	Boston
002	Greater Boston—northern
003	Greater Boston—southern/Bridgewater
004	Worcester
005	Springfield
006	North Adams (April administration only)

**TABLE 5**  
**List of Undergraduate Major Areas**

Code	Major Area	Code	Major Area
01	American Studies	17	Government
02	Anthropology	18	Health Education
03	Art	19	History
04	Astronomy	20	Latin and Classical Humanities
05	Biochemistry	21	Mathematics
06	Biology	22	Music
07	Business	23	Nursing
08	Chemistry	24	Philosophy
09	Computer Technology	25	Physical Education
10	Drama/Theater Arts	26	Physics
11	Earth Science	27	Political Science
12	Economics	28	Psychology
13	Education	29	Religion
14	English	30	Special Needs Education
15	Foreign Language	31	Sociology
16	Geography	32	Other

## Mailing Procedures

After you have completed and checked all the requested information on the registration form, be sure you have signed it, and then place it in the envelope provided. Enclose your check or money order for the appropriate amount. Payment must be in U.S. dollars. **Do not send cash.** If necessary, also enclose the Alternative Testing Arrangements Request Form, stating your special administration needs or date conflicts due to religious practices, together with any required documentation.

If you are concerned that you may be mailing your registration form and payment too close to the late registration deadline, you may need to use one of the United States Postal Service expedited delivery services to ensure that it arrives on time. Contact your post office for information about the best method for mailing your form to ensure on-time delivery to the Massachusetts Teacher Tests. **Registration deadlines will be strictly enforced, and no exceptions will be made.** Registration forms and fees received after the late registration deadline will be returned to you, and you will not be registered for the test(s).

Send your completed registration form and fee to:

**MASSACHUSETTS  
TEACHER TESTS  
P.O. BOX 343  
HADLEY, MA 01035-0343**

Please use the preaddressed envelope provided with the registration form.

## Registering for Alternative Testing Arrangements

Alternative testing arrangements may be provided for the following examinees who would not be able to take the test under standard conditions:

- examinees whose religious practices do not allow them to take tests on Saturdays and
- examinees with physical disabilities (e.g., visual impairments, motor disabilities, illness, or injury) or cognitive or emotional disabilities (e.g., learning disabilities, attention deficit disorder, anxiety disorder).

In all cases, examinees requesting alternative testing arrangements must (a) complete the registration form and include proper payment, (b) submit an Alternative Testing Arrangements Request Form, and (c) include any required documentation. Write your social security number and phone number on each piece of correspondence you provide.

Submit all of the documents **the first time** you request alternative testing arrangements. The Massachusetts Teacher Tests will keep your documentation on file for one year. If you register for subsequent test dates within that year, you need to submit only your completed registration form, proper payment, and a completed Alternative Testing Arrangements Request Form as long as your condition and recommended test accommodations have not changed. The documentation will be kept confidential to the extent required by law.

**The deadline for submission of requests and all necessary documentation for alternative testing arrangements is the regular registration deadline of the administration for which you have registered. Because of the time it takes to process**

**such requests, there can be no assurance that requests postmarked after this deadline can be accommodated.**

Some alternative testing arrangements may be accommodated only at selected sites. In some cases, you may be contacted directly to discuss suitable testing arrangements. Before the test date, you will receive information regarding your request. You should contact the Massachusetts Teacher Tests at (413) 256-2892 at the time you receive this information if you have questions or concerns about it.

### Requests for Additional Time

Please note that the four-hour testing session is designed to allow sufficient time to complete any of the tests in the Massachusetts Teacher Tests program. Examinees may find the four hours of testing time to be more than enough to complete their test, even if they have needed extra time on other tests they have taken in the past.

If, however, you have a documented disability and feel you need extra time, you may wish to register for only one test per test date. Registering for one test per test date allows the second session to be used for additional time. Registering for two tests limits the additional testing time you can be allowed. All requests for additional time require appropriate documentation (see the Registering for Alternative Testing Arrangements Because of a Disability section on pages 13–14) and are subject to approval by the Massachusetts Department of Education.

### Registering for an Alternative Test Date for Religious Reasons

An alternative test date may be arranged for people whose religious practices do not allow them to take tests on Saturdays. An alternative test date may be arranged only for religious reasons. Alternative test dates are available at all sites.

The alternative test date will be the Sunday following the regular Saturday test date. To request an alternative test date, you must submit **all** of the following:

1. a completed registration form with proper payment and
2. a completed Alternative Testing Arrangements Request Form (page 25).

### Registering for Alternative Testing Arrangements Because of a Disability

The following alternative testing arrangements may be requested because of a disability (e.g., visual impairment, motor disability, illness, or injury) and can be accommodated at **all** test sites:

- special seating (e.g., for pregnant women);
- wheelchair-accessible facilities;
- frequent breaks (e.g., for those with hypoglycemia or diabetes);
- use of a magnifying device, color overlays, or a ruler (e.g., for those with a visual impairment); and
- use of a pen for a written response to an open-ended assignment (e.g., for those with a motor impairment).



To request an alternative testing arrangement listed above, you must submit **both** of the following:

1. a completed registration form with proper payment and
2. a completed Alternative Testing Arrangements Request Form, found on page 25, indicating the nature of and reason for the request.

If you require arrangements other than those listed above, and the alternative testing arrangements are being requested due to a physical disability (e.g., visual impairment), you must submit **all** of the following:

1. a completed registration form with proper payment;
2. a completed Alternative Testing Arrangements Request Form, found on page 25, identifying the disability and the specific arrangements requested; and
3. a statement by a licensed professional, on that person's professional letterhead, whose license or credentials are appropriate to diagnose the disability (e.g., ophthalmologist for visual impairment or physical therapist for mobility impairment). This information is important to ensure that the appropriate accommodations are made for you. The statement must indicate the following:

a) the disability for which alternative testing arrangements are being requested

and

b) recommended test administration modifications related to the disability.

If you are requesting alternative testing arrangements due to a cognitive or emotional disability (e.g., learning disability, attention deficit disorder, anxiety disorder), you must submit **all** of the following:

1. a completed registration form with proper payment;
2. a completed Alternative Testing Arrangements Request Form, found on page 25, identifying the disability and the specific arrangements requested; and
3. a statement by a professional, on that person's professional letterhead, whose license or credentials are appropriate to describe or diagnose the disability. The statement must indicate the following:

a) the disability for which alternative testing arrangements are being requested, with supporting documentation in the form of one of the following, which must be included as part of the statement or as separate documentation:

- a full educational history with complete documentation of

special education services, including other disability-related testing modifications received within the past five years, along with the name and date of the test(s) or evaluation(s) used to document the disability

or

- results of a psychological, neuropsychological, or psycho-educational test battery administered within the past five years, interpreted by a qualified professional whose license or credentials are appropriate to diagnose the condition

or

- results of an evaluation interpreted by a licensed professional verifying physical abnormalities as evidenced by a Computerized Axial Tomography (CAT) scan, Magnetic Resonance Imaging (MRI), electroencephalogram (EEG), or Brain Topography Mapping test administered within the past five years

and

- b) recommended test administration modifications related to the disability.



NAME

ADDRESS

CITY, STATE

ZIP

MASSACHUSETTS TEACHER TESTS  
POST OFFICE BOX 343  
HADLEY MA 01035-0343



Postage  
Required  
Post Office will  
not deliver  
without proper  
postage.

**HAVE YOU:**

- enclosed all appropriate fees made payable to the Massachusetts Teacher Tests?  
(Do not send cash.)
- written your social security number on your payment?
- completed the registration form accurately and legibly?
- signed the registration form?
- included information, forms, and/or documentation regarding any alternative testing needs?







## Acknowledgment of Registration

### Notification of Registration

After your registration form has been processed, you will receive an admission ticket. If you mailed a registration form and have not received an admission ticket by one week before the late registration date, call the Massachusetts Teacher Tests at (413) 256-2892 to check on your registration status.

The admission ticket will list your name, address, test site, test date, test session(s) (morning and/or afternoon), seat number, the test(s) for which you have registered, and a reminder about what to bring to the test. Review this information to verify that it is accurate. **No changes to the tests or site indicated on your admission ticket will be made at the test site.**

Other information on the admission ticket can be corrected on the day of the test. Take this admission ticket with you to the test site on the day of the test. Your admission to the test site will be delayed if you do not have a ticket.

If you have not received your admission ticket by at least one week before the test date, or if you lose your admission ticket, contact the Massachusetts Teacher Tests at (413) 256-2892 between 9:00 A.M. and 5:00 P.M. eastern time.

## Notification of Error in Registration

If there is an error in your registration that prevents your registration from being fully processed, your registration materials will be returned to you with a letter describing the error and explaining how to correct it. This may delay your registration or may cause you to incur additional registration fees. Your correctly completed materials must be **received** by the Massachusetts Teacher Tests by the late registration deadline in order to be registered for that administration.

**NOTE:** The late registration deadline is strictly enforced. No corrections or registrations will be accepted by mail after this date.

## How to Change Your Registration

### Changing Test Date, Test Site, or Tests

If after you have mailed your registration form you wish to change:

- the test date for **all** tests,
- the test site, or
- the test(s) for which you originally registered,

you must use the Change of Registration Request Form on page 27. Be sure that you enter all the information as it appeared on your original registration form, regardless of your requested change. The fee for making a change to your registration is \$25.

**NOTE:** Granting a request to change your test site is dependent upon available space.

## Adding a Test After Registration

If after you have sent in your registration form you decide to add a test to your registration for that test administration date, you must use the Test-Add Form on page 29. **(Do not use the Change of Registration Request Form. Do not submit another registration form.)**

**NOTE:** The Test-Add Form may be used only to add a test to your registration for the test date for which you already registered. If you wish to take tests at a subsequent test date, you must submit a separate registration form.

## Partial Refunds

If you withdraw a test after you register, you may be eligible for a partial refund. To withdraw a test or to withdraw your registration entirely, complete the Refund Request Form on page 31. Mail the completed form to the Massachusetts Teacher Tests.

You will receive a partial refund of your test fee only if your request is postmarked by the regular registration deadline for the test date for which you originally registered. Please note that your registration processing fee is not refundable. **No refunds will be issued for requests postmarked after the regular registration deadline (see the schedule on the back cover). Absolutely no refunds will be made for any late registration requests.**





## ABOUT THE DAY OF THE TEST

### Admission to the Test Site

You must bring the following with you to the test site:

- (1) your valid admission ticket(s),
- (2) two pieces of identification (one must contain a recent photograph), and
- (3) several sharpened No. 2 pencils with erasers (no pens).

If you do not have all these materials, you should report directly to the Chief Test Administrator at your assigned test site.

### Test Site Rules

**Prohibited Materials.** You will NOT be allowed to take any unauthorized aids or materials into the testing room, including but not limited to the following:

- calculators
- calculator watches
- spell checkers
- dictionaries
- slide rules
- backpacks
- briefcases
- cellular phones
- electronic pagers
- photographic or recording devices
- packages

- scratch paper
- notebooks
- textbooks
- any written materials

During testing, only pencils, erasers, the test booklet, and the answer document will be allowed on your desk/table.

**Calculators.** Scientific calculators will be provided for the Mathematics (09), Physics (11), and Chemistry (12) subject tests. You may use only the calculator that is provided. Calculators may not be used for any of the other tests.

### Food

Eating, drinking, and smoking will **not** be allowed at the test site.

### Visitors

Visitors are not permitted in the testing area. Friends and relatives, including children, must remain outside the test site.

### Late Arrivals

It is essential that you report promptly to the test site when it opens for admission. In some cases, examinees who arrive up to 30 minutes after testing has begun may be admitted. However, each late arrival will be evaluated on a case-by-case basis by the Chief Test Administrator. **Examinees taking a**

**taped test will not be admitted once the tape has started.** If you are admitted late to a test session, you will **not** be given additional time beyond that already allotted to the other examinees for the session, and you will be asked to sign a statement acknowledging your understanding of this fact.

### Test Sessions

There will be two testing sessions on each scheduled test administration date: a morning session that has a reporting time of 8:00 A.M. and that ends at approximately 12:30 P.M. and an afternoon session that has a reporting time of 1:00 P.M. and that ends at approximately 5:30 P.M. Examinees will be assigned to one or both test sessions, according to the tests for which they have registered. The Communication and Literacy Skills Test will be scheduled **only** during the morning test session. Subject tests will be scheduled **only** during the afternoon session. Information about the test session(s) to which an examinee has been assigned and the test scheduled to be taken in each session will be included on the admission ticket(s) sent to the examinee before the test administration date.

In each testing session, examinees will be permitted to work at their own pace. The test schedule has been developed to allow sufficient time for examinees to complete the test, and some examinees may finish their test well before the scheduled completion time.

If you are scheduled for testing at both sessions, you may wish to bring food to eat during the break between sessions; however, please note that eating and drinking are not permitted in the testing room.

## Completing the Test Session

When you have completed the test or when the test session ends, your test materials will be collected and you will leave the test site. The morning session will end at approximately 12:30 P.M. and the afternoon session at approximately 5:30 P.M. However, you may leave the test site once you have completed the test you are taking in a given test session.

Should you become ill and unable to finish the test, you may leave before the end of the test session. In this case, your score will be reported as usual unless you request that your score be canceled.

## Cancellation of a Test Administration

In the event that it becomes necessary to cancel a test administration (at a test site or sites) due to severe weather conditions or a natural disaster (e.g., flood or fire), the cancellation will be announced via local radio stations. Examinees will be advised after the canceled test administration as to when the rescheduled administration will be held.

Unless the Massachusetts Department of Education officially cancels a test administration at a given test site, the test administration will be conducted as scheduled. Examinees who miss a test administration that has not been officially canceled by the Massachusetts Department of Education, even if due to weather or other natural disaster, will be reported as absent and will receive no refund or credit of any kind. Examinees who are absent from an administration and who wish to take the test at a future test administration must submit a new registration form along with the appropriate payment.

## Test Administration Comments

If you have comments or issues regarding the test site or the conditions under which you took the test(s), please provide details in a letter to:

**MASSACHUSETTS  
TEACHER TESTS  
P.O. BOX 343  
HADLEY, MA 01035-0343**

Your letter will assist in determining the appropriate actions to take and should be received by the Massachusetts Teacher Tests no later than seven days following your test date.

## Test Quality

The Massachusetts Teacher Tests employ stringent quality control procedures in preparing all tests. However, if you suspect a problem or wish to question a test item for any reason, notify the Chief Test Administrator at your test site.





## TEST RESULTS AND SCORE REPORTS

### Examinee Score Report

Your test score report will be **mailed** to you by the score report mailing date listed on the schedule on the back cover of this bulletin. However, some scores may take longer to report because of issues with examinee registration information or other matters affecting the score reporting process. Under no circumstances will your score be released over the telephone or via fax.

Your score report will include information regarding whether you met the qualifying score on the test, your total test score, and a description of your performance on the subareas of the test. (The qualifying score will be set following the July 11, 1998, test administration.)

In order to report test scores in a consistent way, the scores for the tests are reported on the same scale. Test results are reported as scores in a range of 100 to 300. Your total test score is based on your performance on all sections of the test. Your multiple-choice score and scores on any open-ended assignments are combined to obtain your total score, reported on the 100 to 300 scale. Your score report will not contain any comparison with the scores of any other examinee or group of examinees.

**NOTE:** Your scores will be permanently canceled if your account is not paid in full and cleared by 20 calendar days after the test date. See the **Payment Policies** section on page 5 for additional important information.

### Reporting Your Test Scores

Your test score(s) will be reported to you and to the Massachusetts Department of Education. Your score(s) will also be released to the Massachusetts institutions you indicated on your registration form. The score report you receive is for your information and for your personal records. Your test scores are reported directly to the Massachusetts Department of Education and will be added to your certification application file, based on your social security number.

### Additional Score Reports

Additional copies of individual examinee score reports will be available beginning one month after score reports are delivered. The charge for this service is \$20. The service includes a copy of the score report for each test taken at one administration. This reprinting service is available for up to **five years** after the test administration date. To request additional copies of your score

reports, complete the Additional Score Report Request Form on page 32. Send the completed form along with a cashier's check, bank check, or money order for the appropriate amount payable to the **Massachusetts Teacher Tests**. Do not send cash. Personal checks will not be accepted.

**NOTE:** Additional score reports are available only to individual examinees. Requests to provide or send scores to anyone other than the examinee will not be honored.

### Canceling of Scores by Examinee

If after taking a test you feel that you did not perform as well as you could have, you may cancel your test score. Your score will be canceled upon receipt of a written request from you within seven (7) days after the test administration. If you choose to cancel your score(s), you will not receive a refund or credit of any kind.

If you request that your score(s) be canceled, your test performance will not be reported to you, the Massachusetts Department of Education, or to any Massachusetts institution. Your score(s) will not be entered in any records of the Massachusetts Teacher Tests program; therefore, after

your score(s) are canceled, you will not be able to have your score(s) reported.

## **Voiding of Scores by the Massachusetts Teacher Tests Program**

The Massachusetts Teacher Tests program will take reasonable security precautions in developing, administering, and processing tests and test scores. The Massachusetts Teacher Tests reserve the right to void any test score if, in their sole opinion, there is adequate reason to question the validity or legitimacy of the score due to circumstances within or beyond the candidate's control. If doubts are raised about your score, the Massachusetts Department of Education and other parties as deemed appropriate by the Department will be notified.

## **Rescoring of a Test**

All answer documents for the multiple-choice test sections are scored by computer and, as such, are virtually error free. However, if you think an error has been made on your test score(s), you may request a rescore of your multiple-choice answer document.

The fee for rescoring each **multiple-choice answer document** is \$30. Payment must be in the form of a check or money order payable to the Massachusetts Teacher Tests. If after rescoring your answer document it is determined that an error was made in the score originally reported to you, you will be issued a corrected score report and your \$30 rescoring fee will be refunded. A request for rescoring a multiple-choice answer document must be made in writing. The written request and appropriate payment to the Massachusetts Teacher Tests must be postmarked within 20 days of the score report mailing date.

The open-ended assignments of the tests (e.g., essays or spoken responses) are scored according to standardized procedures during scoring sessions held after each test administration. Scorers receive extensive training before the scoring session. As part of the process, responses are scored by multiple scorers and, in essence, have been rescored. For that reason, responses to open-ended assignments will not be rescored.

## **Retaking a Test**

Examinees who wish to retake a test may do so at any subsequent test administration. If you wish to retake a test, you must complete and send to the Massachusetts Teacher Tests a new registration form and payment.





## RULES OF TEST PARTICIPATION

This registration bulletin and the following rules govern your participation in the Massachusetts Teacher Tests. By registering for the Massachusetts Teacher Tests, you are agreeing to comply with all rules and requirements specified in this bulletin and communicated to you at the test administration even if your registration form is received without your signature.

1. **COMPLIANCE:** I understand that if I fail to comply with these rules and requirements or if I take any prohibited actions, my test results may be voided, no refund will be issued, no portion of the testing fee can be applied toward the cost of any future testing fees, and legal actions may be pursued as well as any other remedies that the Massachusetts Department of Education may deem appropriate.
2. **REGISTRATION:** I have read and agree to the Payment Policies section of this bulletin. I understand that if any or all fees that are applicable to me are not paid in full for all test dates and/or tests for which I have registered for the Massachusetts Teacher Tests, or if my answer document or registration form is not signed, or if the identity certification statement is not completed, I may not be permitted to register for current or future test sessions and/or my score report may not be produced.
3. **WITHDRAWAL FROM TEST ADMINISTRATION:** I may withdraw from a test administration and receive a partial refund if I withdraw before the end of the regular registration period for the test date for which I have registered. If I withdraw later than the end of the regular registration period or if I am absent from the test administration, I will receive no refund or credit of any kind.
4. **PURPOSE OF TESTING:** I understand that the tests are administered for the purpose of certification *only* and are to be taken *only* by individuals either enrolled in a state teacher education program or seeking teacher certification. I certify that I am taking the test(s) for which I have registered for the purpose of teacher certification.
5. **IDENTIFICATION:** I understand that I may not be admitted to the testing room if I do not have the proper identification. Proper identification consists of a valid admission ticket and two pieces of positive identification, one of which contains a recent photograph. If I am refused admission to the test, I will be considered absent from the test and will receive no refund or credit of any kind.
6. **LATE ARRIVAL:** I understand that if I arrive after a test administration has begun, I may be refused admission, in which case I will be considered absent and I will receive no refund or credit of any kind. If I am admitted after a test administration has begun, I will be required to sign an acknowledgment of late arrival, specifying that no additional time will be allotted. If I am taking a taped test, I will not be admitted after the tape has started.
7. **TEST ADMINISTRATION:** I authorize the test administrators to serve as my agents in maintaining a secure test administration. I agree to follow all reasonable instructions given to me either orally or in writing at or during the test administration, including but not limited to instructions to relocate me during the test session. I agree not to communicate with other examinees or any unauthorized persons in any way during the test administration nor to engage in any other form of misconduct. I agree not to engage in behavior that would disrupt or unfairly

affect the performance of myself or other examinees. I agree to sign the answer document, to write out the identity certification statement, to provide identification as specified above, and to cooperate with testing personnel. If I fail to comply with these provisions, I may be dismissed from the test site and my score may be voided without refund or credit of any kind.

## 8. TEST SECURITY

a. TEST PROPERTY: I understand that all test booklets, answer documents, and all other test materials (referred to below as "Test Materials") are the sole property of the Massachusetts Department of Education and the Contractor for the Massachusetts Teacher Tests. I understand and acknowledge that the Test Materials were developed at great cost and are required to be kept secret and secure from disclosure to fairly and effectively perform the test functions for which they were designed. The Test Materials have not been available for me to review before taking the test, and they will not be available for me to review after the test. I am not permitted to take (and I will not take) any Test Materials or notes reflecting or recording anything about the Test Materials ("Notes") from the testing

room or to disassemble, copy, or reproduce the Test Materials in whole or in part.

b. TEST MATERIALS: I understand that I will not be permitted to use notes during the test. Throughout the test session, I will have nothing on my desk but the test booklet, answer document, pencils, and erasers. Calculators will be provided for some tests. The use of personal calculators or of calculator watches, scratch paper, or any Unauthorized Aid (collectively referred to below as "Unauthorized Aids") is prohibited. I may use the margins of the test booklet for any intermediate work I need to do to answer the specific questions. However, only answers and written responses that I record on my answer document(s) (or on tape for taped sections) will be scored.

I understand and agree that if, despite my foregoing promises and agreements in 8a and 8b above, test administrators have a reasonable suspicion that I have or may have in my possession any Test Materials, Notes, and/or Unauthorized Aids, I will immediately turn over any such Test Materials, Notes, and/or Unauthorized Aids in my possession to the test administrators at any time upon their request. If I should fail or refuse to do so, or if the test administrators

believe in good faith that I have not turned over all such Test Materials, Notes, and/or Unauthorized Aids in my possession, the test administrators may search my person and my personal possessions for such Test Materials, Notes, and/or Unauthorized Aids and may remove them. Any such Test Materials, Notes, and/or Unauthorized Aids that I may have may be retained for as long as may be required for the purpose of pursuing the remedies specified in Rule 1 above. Test administrators are not responsible for Unauthorized Aids or other Prohibited Material confiscated by them. In the event of a possible breach of test security, I agree to cooperate with testing personnel and I hereby consent to any such reasonable search and to any incidental contact with my person or my possessions that may result from such a search. Moreover, I hereby waive any claim that I might otherwise have based upon any such search or contact. I also understand that a breach of security might result in my name's being reported to the Massachusetts Department of Education and the Contractor for the Massachusetts Teacher Tests, and my score may be voided without refund or credit of any kind.

9. NONDISCLOSURE OF TEST MATERIALS: Because of the great cost expended to develop the Test Materials, because of the obvious



necessity that they be kept secret and secure from disclosure to fairly and effectively perform the test functions for which they were designed, and because any disclosure of part or all of the contents of the Test Materials to anyone might render them unusable for future test administrations, I promise and agree that I will not disclose the Test Materials or any part of them (including the form, subject matter, substance, and wording of any test question or any answer thereto) to anyone for a period of ten (10) years from the date of the test administration to which such Test Materials pertain. I understand and agree that if I should violate this agreement of nondisclosure I may be liable in damages for the costs (including redevelopment costs) incurred as a result of any breach of this agreement and I may also be subject to other legal and equitable remedies (including injunctive relief) for any such breach.

10. **CALCULATORS:** I understand that the Massachusetts Department of Education and the Contractor for the Massachusetts Teacher Tests make no warranty, either expressed or implied, regarding the calculator directions (if provided) or the performance or accuracy of the calculator provided for certain tests, including but not limited to warranty of merchantability or warranty of fitness for a particular purpose. I further

understand that the liability for special, collateral, incidental, or consequential damages in connection with or arising out of the use of the calculator or directions (if provided) will be limited to score correction or test retake at no additional fee.

11. **TEST SESSION:** I understand that each test session is four hours long. Once I have completed the test, or at the end of the test session, my test materials will be collected and I will leave the test site. Once I leave, I will not be readmitted unless I am registered to take a test later that day.

12. **TEST SCORE REPORTING AND CANCELLATION:** I understand that my test score(s) will be reported to me and to the Massachusetts Department of Education. My score(s) will also be released to the Massachusetts institutions I indicated on my registration form. I understand that any information provided as part of registration may be reported as well. My score report will be sent even if I leave the testing room before I finish the test. If after the test administration I wish to cancel my score(s), I understand that a request in writing must be received by Massachusetts Teacher Tests within seven (7) days after the test date. A Score Cancellation Form will be available at the test site on the day of the test. If I cancel my test score(s), I will receive no refund or credit of any kind,

and my scores will not be entered into any records or reported to me, the Massachusetts Department of Education, or any Massachusetts institution.

13. **VOIDED SCORE:** If doubts are raised about the validity or legitimacy of my registration or my score(s), the Contractor for the Massachusetts Teacher Tests will notify the Massachusetts Department of Education and other parties as deemed appropriate by the Department. The Massachusetts Department of Education and the Contractor for the Massachusetts Teacher Tests reserve the right to void my test score(s) if, in their sole opinion, there is adequate reason to question the validity or legitimacy of the score(s) due to circumstances within or beyond my control.

14. **RIGHTS AND OBLIGATIONS REGARDING TEST ADMINISTRATION:** I understand and agree that liability for test administration activities, including but not limited to the adequacy or accuracy of test materials and equipment, the adequacy or accuracy of the registration and administration processes or conditions, and the accuracy of score reports, will be limited to score correction or test retake at no additional fee. I waive rights to all further claims, specifically including but not limited to claims for negligence arising out of any acts

or omissions of the Massachusetts Department of Education and the Contractor for the Massachusetts Teacher Tests (including their respective employees, agents, and contractors).

15. PROGRAM CHANGES: I understand that the testing program is subject to change at the sole discretion of the Massachusetts Department of Education.

16. OBJECTION TO RULES: If, for any reason, I object to the procedures presented in these Rules of Test Participation, I must advise Massachusetts Teacher Tests, in writing, of the basis of my

objection at least eight (8) weeks before the test date for which I have registered for my objection to be taken under consideration. If my objection is not honored, I will not be registered for the test administration. Under no circumstances may I register using the late registration procedures if I have such an objection. If I nevertheless object, my registration may be canceled, I may not be permitted to test, or my score(s) may be voided.

17. RULES: I understand that should any of these rules or any other requirement or provision contained in this bulletin be declared or

determined by any court to be illegal or invalid, the remaining rules, requirements, and provisions will not be affected and the illegal or invalid rule, requirement, or provision shall not be deemed a part of this bulletin. The headings of each of the Rules of Test Participation are for convenient reference only. They are not a part of the rules themselves; they do not necessarily reflect the entire subject matter of each rule; and they are not intended to be used for the purpose of modifying, interpreting, or construing any of these Rules of Test Participation.









12. **Documentation** (check one of the following):

☐

I am requesting one of the alternative testing arrangements listed below because of a disability. Medical documentation is not required for the following accommodations.

- special seating (e.g., for pregnant women)
- wheelchair-accessible facilities
- frequent breaks (e.g., for those with hypoglycemia or diabetes)
- use of a magnifying device, color overlays, or a ruler (e.g., for those with a visual impairment)
- use of a pen for a written response to an open-ended assignment (e.g., for those with a motor impairment)

☐

I am requesting alternative testing arrangements other than those listed above because of a physical disability (e.g., visual impairment). Therefore, I have enclosed documentation as indicated on pages 12–14.

☐

I am requesting alternative testing arrangements because of a cognitive or emotional disability (e.g., learning disability, attention deficit disorder, anxiety disorder). Therefore, I have enclosed documentation as indicated on pages 12–14.

13. **Previous alternative testing arrangements** (check one of the following):

☐

I have not previously been granted alternative testing arrangements for the Massachusetts Teacher Tests.

☐

For a previous administration of the Massachusetts Teacher Tests, I was granted the same alternative testing arrangements as I am currently requesting. (Indicate the most recent test date: \_\_\_\_\_)

☐

For a previous administration of the Massachusetts Teacher Tests, I was granted different alternative testing arrangements from those that I am currently requesting. (Please explain, including the test date.)

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14. I have read the Massachusetts Teacher Tests 1998–1999 Registration Bulletin and hereby agree to abide by the conditions set forth in the bulletin, including the Rules of Test Participation, and I certify that I am the person whose name and address appear on this form. I am submitting, together with this completed Alternative Testing Arrangements Request Form, my registration form, proper payment, and any required documentation as noted in the bulletin. I understand that the deadline for submission of these materials is the regular registration deadline and that, because of the time it takes to process such requests, there can be no assurance that requests postmarked after this deadline can be accommodated. I understand and agree that the alternative testing arrangements I have requested herein will be given due consideration. If, and to the extent that, any such request is granted, I understand that I will be taking the test(s) under alternative conditions. I understand and agree that an alternative test date is available only to examinees whose religious convictions prohibit them from Saturday testing. If I am requesting an alternative test date, I certify that I am doing so solely for this reason and that any misrepresentation of this information may result in the voiding of my test scores.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## CHANGE OF REGISTRATION REQUEST FORM 1998–1999

- Use this form if you have already mailed your registration form and you **wish to change the test date, the test site, and/or the certification test(s)** for which you originally registered.
- Processing your request to change your test site is dependent on available space.
- If you wish to change the test date for **some, but not all**, of the tests for which you are registered, you must submit a Refund Request Form postmarked by the regular registration deadline of your original test date to delete the tests you wish to change. Then submit a new registration form for the test date of your choice to register for those tests.
- NOTE: To change or correct your name, address, telephone number, or social security number, submit a letter to the Massachusetts Teacher Tests requesting the change. There is no fee for these changes.
- NOTE: Only one subject test may be taken on any test date.

**Make check or money order payable to the Massachusetts Teacher Tests. Payment must be in U.S. dollars.  
DO NOT SEND CASH. This form must be received by the late registration deadline.**

27



Code	Area		

Code	Area		

	Test Code	Test Name	Test Fee
1.	<div><div></div><div></div></div>	<div></div>	\$ <div></div>
2.	<div><div></div><div></div></div>	<div></div>	\$ <div></div>
Original total test fee			\$ <div></div>

	Test Code	Test Name	Test Fee
1.	<div><div></div><div></div></div>	<div></div>	\$ <div></div>
2.	<div><div></div><div></div></div>	<div></div>	\$ <div></div>
New total test fee			\$ <div></div>

8D. If the original total test fee is higher than the new total test fee, you must still submit the \$25 change fee. You will receive a refund for the difference in test fees shortly following the administration.

9. \$ 

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 TOTAL PAYMENT ENCLOSED (\$25 change fee plus, if applicable, fee calculated in 8C above.)

10. I have read the Massachusetts Teacher Tests 1998–1999 Registration Bulletin and hereby agree to abide by the conditions set forth in the bulletin, including the Rules of Test Participation, and I certify that I am the person whose name and address appear on this form. Also, I understand that this Change of Registration Request Form must be **RECEIVED** by the Massachusetts Teacher Tests by the late registration deadline.

Date \_\_\_\_\_

IF THIS FORM IS RECEIVED AFTER THE LATE REGISTRATION DEADLINE OF THE TEST DATE INDICATED IN ITEM 6A, IS NOT SIGNED, OR IS NOT ACCOMPANIED BY THE PROPER PAYMENT, IT WILL BE RETURNED TO YOU.







# Massachusetts Teacher Tests™

## IMPORTANT INFORMATION

- Use this form if you have already mailed your registration form and wish to withdraw from one or more of the tests for which you are registered or if you wish to withdraw your registration entirely.
- To receive a partial refund, your Refund Request Form **must be postmarked by the regular registration deadline** (see back cover).
- You will receive a partial refund of \$20 if you withdraw from the Communication and Literacy Skills Test.
- You will receive a partial refund of \$30 if you withdraw from a subject test.
- You will not receive any refund for your registration processing fee.

Mail to: Massachusetts Teacher Tests  
P.O. Box 343  
Hadley, MA 01035-0343

1. Name:

[illegible]

Last

--	--	--	--	--	--	--	--

First

7

Middle  
Initial

2. **Address:** ☐ Check here if this address is different from the one on your registration form.

[illegible]

P.O. Box or Street Address

[illegible]

City or Town

--	--

State (see Table 1)

--	--	--	--	--

ZIP Code

3. **Social Security Number:**

[illegible]4. **Daytime Telephone Number:**[illegible]

Area Code

5. **Test Date** for which you are registered (check one):

- \_\_\_\_\_ (1) April 4, 1998  
 \_\_\_\_\_ (2) July 11, 1998  
 \_\_\_\_\_ (3) October 3, 1998  
 \_\_\_\_\_ (4) January 9, 1999

6. **Test Area** for which you are registered (see Table 4):

--	--	--

Code

Area

7. **Test(s) for which you are registered (see Table 3). List the name and code for each test for which you are currently registered, and check the box(es) corresponding to the test(s) for which you are withdrawing and requesting a partial refund:**

☐ Test: \_\_\_\_\_ Test Code: \_\_\_\_\_

☐ Test: \_\_\_\_\_ Test Code: \_\_\_\_\_

8. I have read the Massachusetts Teacher Tests 1998–1999 Registration Bulletin and hereby agree to abide by the conditions set forth in the bulletin, including the Rules of Test Participation, and I certify that I am the person whose name and address appear on this form. I understand that this form must be postmarked no later than the regular registration deadline for the test date for which I had originally registered in order for me to receive a partial refund according to the guidelines presented on this form.

Signature

Date \_\_\_\_\_



Mail to: Massachusetts Teacher Tests  
P.O. Box 343  
Hadley, MA 01035-0343

\$20 per administration date

Payable by cashier's check, bank check, or money order only. No personal checks will be accepted. **Do not send cash.**

- [illegible]

6. **Test Date:** Place checks in the boxes corresponding to the administration dates for which you are requesting additional score reports.  
**NOTE:** You may request additional copies of score reports for up to five years following the test date.

☐ (1) April 4, 1998      ☐ (2) July 11, 1998      ☐ (3) October 3, 1998      ☐ (4) January 9, 1999

☐ Other \_\_\_\_\_

7. Test(s) for which you require a copy of your score report (see Table 3):
- | Test Code | Test Code |
|-----------|-----------|
|           |           |

8. The fee for reproducing your score report(s) is **\$20 per administration**. Please enclose a cashier's check, a bank check, or a money order for the appropriate amount payable to the Massachusetts Teacher Tests. Payment must be in U.S. dollars. Personal checks will not be accepted, **do not send cash**.

Indicate the amount enclosed: \$

- 9 Score reports are reprinted beginning one month after original score reports are delivered, for up to five years following the test administration date. Allow up to six weeks for delivery.

- 10 I certify that I am the person whose name and address appear on this form.

Signature

Date \_\_\_\_\_

32





# Massachusetts Teacher Tests 1998-1999 Registration Schedule

ADMINISTRATION DATE	REGULAR* REGISTRATION DEADLINE		LATE REGISTRATION PERIOD	SCORE REPORT MAILING DATE
	—IMPORTANT— Forms must be <i>postmarked</i> by this date.**		—IMPORTANT— You must call (413) 256-2892.	
April 4, 1998	March 13, 1998		March 18–27, 1998	To be announced
ADMINISTRATION DATE	REGULAR* REGISTRATION DEADLINE	LATE REGISTRATION DEADLINE***	EMERGENCY REGISTRATION PERIOD	SCORE REPORT MAILING DATE
	—IMPORTANT— Forms <i>postmarked</i> after this date must include a \$30 late fee.**	—IMPORTANT— Forms must be <i>received</i> by this date.	—IMPORTANT— You must call (413) 256-2892.	
July 11, 1998	May 29, 1998	June 19, 1998	June 24–July 3, 1998	To be announced
October 3, 1998	August 21, 1998	September 11, 1998	September 16–25, 1998	November 6, 1998
January 9, 1999	November 27, 1998	December 18, 1998	December 23–31, 1998	February 12, 1999

\* The deadline for submission of requests and all necessary documentation for alternative testing arrangements is the regular registration deadline. Because of the time it takes to process such requests, there can be no assurance that requests postmarked after this deadline can be accommodated.

\*\* In the case of multiple postmarks, the most recent postmark date will be honored.

\*\*\* Forms RECEIVED after this date will NOT be accepted, regardless of postmark date or method of delivery.

NOTE: If you have not received confirmation of registration by one week BEFORE the late registration deadline, you should call the Massachusetts Teacher Tests immediately at (413) 256-2892 to check on your registration status.

